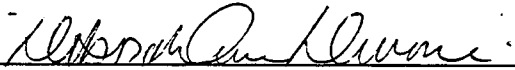
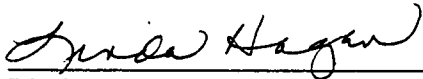


## GENERAL SCHEDULE #1 - Non Records

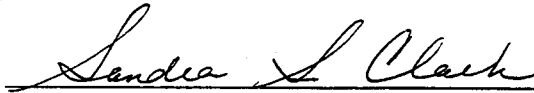
This Retention and Disposal Schedule covers records classified as "non-records". These records are 1) common to most of State government; 2) are not covered on agency specific retention and disposal schedules; and 3) may be destroyed as soon as they have served their intended purposes. We, the undersigned, believe that the records listed on the following page have no administrative, legal, archival or fiscal value as described.

  
Deborah A. Divine, Assistant Attorney General  
Department of Attorney General, State Affairs

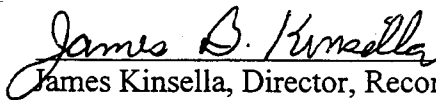
11/20/98  
(Date)

  
Linda Hagan, Director of Administration  
Office of the Auditor General

11/25/98  
(Date)

  
Sandra Clark, Director, Michigan Historical Ctr.  
Department of State

12/3/98  
(Date)

  
James Kinsella, Director, Records & Forms Mgmt.  
Department of management and Budget

12-8-98  
(Date)

**APPROVED**

\_\_\_\_\_  
State Administrative Board

12-15-98  
(Date)

# STATE OF MICHIGAN RECORDS MANAGEMENT

## Records Retention and Disposal Schedule

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS1	<p><u>General Schedule 1 - Non Records</u></p> <p>MAY DISPOSE OF THE FOLLOWING NONRECORD MATERIALS AS SOON AS THEY HAVE SERVED THEIR INTENDED PURPOSE.</p> <p>Extra copies of documents retained only for convenience of reference, such as "for your information," tickler and follow-up of correspondence, word processed files when the official record-copy is printed out, and extra or identical duplicate copies of records if the official record has been retained by the agency.</p> <p>Publications, forms and printed documents, including stocks of those that are superseded or outdated. (Supported by Public Act 540 of 1982 and Executive Directive 1983-2, the Library of Michigan must receive 65 copies of each Michigan document which is published and/or distributed outside of the authoring agency. Three of these copies are kept within the Library's own collections, while the remaining documents are redistributed to libraries across the state).</p> <p>Preliminary drafts of letters, memoranda, reports, worksheets and internal notes (including those that are word processed) that do not represent significant basic steps in the preparation of public records.</p> <p>Letters of transmittal (including routing slips) which do not add any information to the transmitted material, and other types of routine correspondence (may include e-mail messages) that do not document significant activities of the agency.</p> <p>Shorthand notes and recordings that have been transcribed into another format for official retention purposes.</p> <p>Miscellaneous notices or memoranda (may include e-mail messages) which do not relate to the legal and functional responsibilities of the agency, such as notices of community events, employee benefits, holidays, etc.</p> <p>Media used for printing or other record reproduction processes.</p> <p>Catalogs, trade journals, and other publications or papers that are received from outside sources and are not essential to the operation of the agency.</p>	CR	CR

ACT = Active  
SUP = Superseded

CR = Creation  
EVT = Event

EXP = Expiration  
FY = Fiscal Year